

## How to Use the Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles Statewide Contract

<b>Contract #:</b> OVM10	<b>Contract Duration:</b> 12/1/12 to 11/30/13
<b>MMARS #:</b> OVM10*	<b>Options to renew:</b> Four, at one year each through 11/30/17
<b>Contract Manager:</b> Max Feldpausch - 617-720-3105 <a href="mailto:max.feldpausch@state.ma.us">max.feldpausch@state.ma.us</a>	
<b>This contract contains:</b> Supplier Diversity Plans (SDP), Environmentally Preferable Products (EPP) and Prompt Pay Discount (PPD) Programs	
<b>Last change date:</b> 12/20/12	

### Contract Summary

This Statewide Contract is for the Purchase of Vehicles (gasoline, hybrid and other alternative fuel vehicles) and replaces the previous contract OVM05. This Contract covers the Purchase of Light Duty Vehicles Only (GVW 10,000 lbs. or less) and offers a wide selection of sedans, vans, pick-up trucks, as well as SUVs intended primarily for Public Safety use. This document offers guidance for Commonwealth Executive Branch Agencies and Non-Executive departments and Municipalities (see below section “How to Use this Contract.”) Although the contract is available to all eligible entities listed below, it is important to note that Executive Branch Departments **MUST** obtain their vehicles through OSD’s Office of Vehicle Management (OVM), while all other eligible entities may purchase their vehicles directly from the contractors. The OVM process is detailed in [The Office of Vehicle Management Policies and Procedures Manual](#).

### Benefits and Cost Savings

- 235 vehicles available from Chevy, Dodge, Honda, Ford and Toyota in various classes and fuel types
  - Note: Under Executive Office for Administration and Finance and OVM policy, not all vehicles may be available or approved for use by Executive Agencies.
- 50 alternative fuel vehicles available in CNG, Electric Plug-in, and Hybrid
- 12 Police vehicles available
- Specific pricing for 353 accessories including light bars, grill and deck flashing headlight, hideaway LED & strobe systems, arrow stick rear rack, sirens and P/A systems, siren speakers, communications equipment, partitions and prisoner transport, switching, consoles, computer mounts, and trunk trays, flashlights and spotlights, anti-theft systems and miscellaneous equipment.
- Maintenance training for vehicles and service and parts manuals available at minimal to no cost
- Easily searchable spreadsheets and clear pricing for vehicles, options and accessories

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of higher education
07. Public purchasing cooperatives;

08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent

## How to Use This Contract?

All Contract users should follow the steps in the “Selecting a Vehicle” section, below. When contacting the vendor to place an order, make sure to verify with them that you are using statewide contract OVM10. OSD has developed easy-to-use spreadsheets to aid in your selection process. **Executive Departments must work with OVM to obtain any vehicles, options and accessories and may not order vehicles on their own.**

### Selecting a Vehicle

Start by locating the detailed list of all available vehicles by clicking on the Forms and Terms tab on [Comm-PASS](#). Click on the eyeglasses on the right for the document titled “OVM10 Base Vehicle Pricing.” Once the document is open, click on “Enable Editing” at the top of the page.

Once you open the spreadsheet, you can select which vehicle you would like by sorting by model year, fuel type, class, make, model, trim, MPG City or MPG Highway. To use the Filters at the top of each column, click on the down arrow in the bottom right corner of the heading title cell. Next, click on the box with the checkmark that says (select all). Then click on the box(es) of the categories you are interested in. If you need assistance with how to use filters in Excel [watch this video](#) on understanding and using Excel Filters.

[Edmonds.com](#) has an excellent new car buying guide sorted by vehicle type that can be used as a resource in determining a vehicle purchase.

Note that the least expensive vehicle will not necessarily be the vehicle that has Best Value. The [Kelley Blue Book](#) calculator tool can help determine the 5 year Total Cost of Ownership (TCO) for many vehicles and help you decide on the best value for your organization. For example, it may be more cost effective over the life of the vehicle to buy a more expensive vehicle due to better gas mileage, lower depreciation value, etc.

The Kelley Blue Book 5 Year Cost of Ownership Tool is valuable in terms of comparative ranking of vehicles. However, the calculation contains a number of costs that will not be applicable to a government-owned vehicle or will not be accurate; namely, state fees, financing costs, and insurance costs. If you would like to build your own 5 year Total Cost of Ownership (TCO) for use in budget planning, consider using the following factors:

- Fuel Costs
- Commonwealth’s financing charge
- Maintenance and repair estimate (use Kelley Blue Book estimate or your own estimate)
- Depreciation (use Kelley Blue Book estimate)

Once you select a vehicle, note the number assigned to it in Column A. Additionally, note the vendor and base price of the vehicle in Columns K through Q.

### Adding Options and/or Accessories

After verifying which vendor is selling the vehicle and the vehicle number you can add Options and/or Accessories if desired. To do this click on the Forms and Terms tab on [Comm-PASS](#). Click on the eyeglasses on the right for the document titled “(Vendor Name) Options and Accessories” for the vendor that is selling the vehicle you have selected. All Accessories and Pricing are listed on the first tab. Options and Pricing tabs are labeled by vehicle number.

## Executive Departments and OVM Policy

All executive departments must follow the OVM procedures to request vehicles for their agency. Please note that departments may identify the vehicle(s) that best suits their needs by reviewing the available vehicles and optional accessories, however OVM will make the final decision, taking into account the intended use and the need to purchase the most economical and fuel efficient vehicles for the Commonwealth. Executive Branch departments should also note that the listed vehicle pricing on the contract spreadsheet does not include the OVM lease costs associated with the TELP and other expenses built into the OVM lease amount. Executive Departments must comply with the lease and assignment provisions of [The Office of Vehicle Management Policies and Procedures Manual](#).

## Non-Executive Branch Entities

Non-Executive Branch eligible entities are not required to go through OVM to request a vehicle purchase. Eligible entities that opt to use this Contract will be responsible for ordering and paying for any items purchased under this Contract. Eligible entities may deal directly with the Awarded Contractor(s) for the purchase and delivery of vehicles.

## Vendor List and Contractor Information

The awarded contractors are listed below. Please refer to the "Vendor" tab of [Comm-PASS](#) for additional vendor contact information. Vendor involvement in any of the following programs will have the appropriate icon appearing on the "Vendor" tab page in Comm-PASS. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, formerly SOMWBA Certification), Supplier Diversity Program (SDP, formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

Vendor Name	Contact Person	Phone Number	Email	Program
Imperial Chevrolet and Imperial Municipal Partners	Frank C. Chase	508-422-1000 X4501	<a href="mailto:Bwaldron@imperialmunicipal.com">Bwaldron@imperialmunicipal.com</a>	SDP, EPP, PPD
Imperial Chrysler Dodge Jeep and Imperial Municipal Partners	Frank C. Chase	508-422-1000 X4501	<a href="mailto:Bwaldron@imperialmunicipal.com">Bwaldron@imperialmunicipal.com</a>	SDP, EPP, PPD
Imperial Ford and Imperial Municipal Partners	Frank C. Chase	508-422-1000 X4501	<a href="mailto:Bwaldron@imperialmunicipal.com">Bwaldron@imperialmunicipal.com</a>	SDP, EPP, PPD
Liberty Chevrolet, Inc.	Kevin Nugent	781-287-7541	<a href="mailto:LibertyChev@NEDDA.com">LibertyChev@NEDDA.com</a>	SDP, EPP, PPD
Manchester Honda	Craig J. Peters	860-645-3100	<a href="mailto:craig.peters@manchesterhonda.com">craig.peters@manchesterhonda.com</a>	SDP, EPP, PPD
Mirak Chevrolet	David Diccio	781-641-6821	<a href="mailto:ddiccio@mirak.motosnap.com">ddiccio@mirak.motosnap.com</a>	SDP, EPP, PPD
Natick Auto Sales, Inc., dba MHQ	David Eycleshymer	508-573-2614	<a href="mailto:deycleshymer@mhq.com">deycleshymer@mhq.com</a>	SDP, EPP, PPD

### Delivery

Contract Users should pay careful attention to the following requirements that Contractors must adhere to when selling a vehicle through this contract. The pricing in this Contract includes delivery to any location in the Commonwealth. Upon delivery, all vehicles shall include three sets of keys and be cleaned, serviced and ready for immediate use. Vehicles are to be delivered in new condition, "detail" cleaned and free of mileage. Vehicles must be delivered fully registered with state license plates (front and back) attached, valid State Inspection stickers, with the original vehicle registration form and one copy of the registration form, manufacturer's warranty, owner's manual and related information. All fluids must be filled to manufacturer's recommended capacity and the fuel tank must be full when the vehicle arrives at the final delivery destination. The vehicle must be free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, they must be corrected and the vehicle re-inspected prior to acceptance.

Contract Users should fully inspect vehicle to verify that the options and accessories are the same as the original purchase order if applicable. Vehicle should be exactly as ordered both in specifications and price. If it is not, email the vendor Contract Manager, noted above, and copy the OSD Contract Manager, Max Feldpausch, at

[max.feldpausch@state.ma.us](mailto:max.feldpausch@state.ma.us) detailing discrepancies.

### **Vehicle Specifications, Maintenance Training & Service and Parts Manuals**

Vehicle specifications are available for all vehicles upon request to vendor. Refer to the specific vendor's options and accessories spreadsheet at the top of the accessory tab to verify if the vendor provides vehicle maintenance training, service and parts manuals, and cost if any.

### **Standard Warranty Information by Manufacturer**

Coverage Category	Chevrolet	Dodge	Ford	Ford Interceptor Vehicles	Honda	Toyota
Basic Coverage	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles
Powertrain Coverage	60 months 100,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 60,000 miles
Hybrid Components	N/A	N/A	10 years 150,000 miles	N/A	15 years 150,000 miles	8 years 100,000 miles
Rust Through Coverage	N/A	N/A	N/A	N/A	N/A	60 months Unlimited miles
Battery Components	10 years	N/A	N/A	N/A	N/A	N/A

## **Additional Information**

### **Comments and Complaints:**

Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Max Feldpausch, at [max.feldpausch@state.ma.us](mailto:max.feldpausch@state.ma.us).

## **Strategic Sourcing Services Team Members**

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